

Performance Objectives And Instructional Cues	<b>OUTLINE AND PRESENTATION</b>
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## LESSON PLAN

### COURSE TITLE:

### OFFICER AS FIRST RESPONDER SECURING THE CRIME SCENE

### INSTRUCTIONAL GOALS:

1. This course is designed to give the recruit officer the basic knowledge and skills necessary to respond to a crime in a calm, objective, and professional manner and to deal with a variety of incidents and persons.
2. The student officer will learn how to arrive at the scene of an investigation, and meet the objectives of an investigation.
3. The student officer will learn how to protect, search and reconstruct a crime scene.
4. The student officer will learn the elements of obtaining statements from witnesses, as well as documenting the scene via photographs or video.

### INSTRUCTIONAL OBJECTIVES

Upon completion of the course the student will be able to:

1. Define investigation.
2. Identify the important tasks at the scene of a crime.
3. Know the objectives of an investigation.
4. Know what to do at the arrival of a crime scene.
5. Know how to protect a crime scene and why it is important.
6. Have an understanding of basic investigative procedures and understand the acronym PRELIMINARY
7. Know how to locate and identify witnesses.
8. Understand what a statement is and how to obtain good statement information.
9. Know the different methods of crime scene searches and how they differ.

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10. Understand crime scene reconstruction and how to document a crime scene, either with photographs or videotapes.

11. How to measure in order to accurately reconstruct a crime scene.

### **INSTRUCTIONAL METHODS:**

Class lecture with class participation, handout materials, overheads and audio visual aids. Students should be prepared to perform the instructional objectives at the end of lecture.

### **HANDOUTS:**

Guidelines for taking photographs  
Guidelines for taking video  
Acronym for PRELIMINARY

**ESTIMATED TIME:** 6 HRS

### **BIBLIOGRAPHY AND REFERENCES:**

1. North Carolina State Police
2. Adams, Thomas, *Police Field Operations*, Prentice Hall
3. Lyman, Michael, *Criminal Investigation, The Art & Science*, Prentice Hall

INSTRUCTOR:\_\_\_\_\_ DATE:\_\_\_\_\_

PREPARED BY: Debbie Pruitt, NMJC DATE: 2-1-00

APPROVED BY:\_\_\_\_\_ DATE: Jan 2014

REVISED:

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## **A. Introduction**

1. It is the responsibility of law enforcement to investigate a crime after it has occurred, recover property, arrest the perpetrator, and to assist in the successful prosecution of the offender. It is not always possible to investigate the case thoroughly, not leaving anything undone. This will occur only if the officer has the proper training and attitude about doing a good job. Success as an investigator is directly proportional to the effort expended.

2. Reasons:

The competent investigation of a major crime is the primary responsibility of every law enforcement agency, whether large or small. Every officer must possess the basic knowledge and skills necessary to approach these incidents in a calm, objective, and professional manner and to deal with a variety of people and situations as they may present themselves at the scene of a major crime. If the officer is from a small agency, he/she may have the entire investigatory responsibility from start to finish. Therefore, it is necessary to present a comprehensive package in the training environment. Officers from larger agencies may be able to call upon the assistance of various specialists in processing major crime scenes and interviewing individuals involved, but they too must be knowledgeable about the entire investigatory process to be sure that no important function for which they are ultimately responsible is overlooked. The material presented in this lesson plan is designed to meet the needs of all entry-level officers, regardless of the size of the agency they serve.

LO 1, OH 1  
Q1

## **B. Investigation**

1. The definition of an investigation is an observation or inquiry into allegations, circumstances, or relationships in order to obtain factual information about what occurred. If an officer fails to conduct a thorough investigation into the nature of the crime, it may lead to one of two results:
  - a. The offender will be acquitted at trial due to the lack of information or evidence due to the negligence of the investigating officer.
  - b. An otherwise innocent person may be accused and convicted because of misleading statements or evidence due to the negligence of the investigating officer.

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LO 2, OH 2 Q2	<p>2. For the first officer the most important task at the scene is to prevent destruction of potential evidence that may lead to the apprehension of the criminal and the solution of the crime.</p> <ul style="list-style-type: none"> <li>a. No matter the rank of the officer, the duties remain the same.</li> <li>b. No matter the crime, the duties remain the same.</li> </ul>
LO 3, OH 3 Q3	<p><b>C. Objectives to an Investigation</b></p> <ul style="list-style-type: none"> <li>1. Determine if a crime has been committed <ul style="list-style-type: none"> <li>a. Visual inspection of the scene. Look for evidence that shows something has occurred.</li> <li>b. Interviews with victim and witnesses to corroborate your observations</li> <li>c. Once it has been determined that a crime was committed determine what type of crime. Classify call as criminal, civil or fraudulent in nature.</li> </ul> </li> <li>2. Identify the offender <ul style="list-style-type: none"> <li>a. Visual identification from victim and or witness</li> <li>b. Examination of the crime scene for evidence left by the offender. Establish a M.O. which leads to suspects.</li> </ul> </li> <li>3. Apprehension of the offender <ul style="list-style-type: none"> <li>a. Arrest at the scene if probable cause is found</li> <li>b. Broadcast suspect information</li> <li>c. Follow-up investigation, warrants</li> </ul> </li> <li>4. Gathering and preserving evidence <ul style="list-style-type: none"> <li>a. Secure the scene</li> <li>b. Request additional assistance if needed (includes technical assistance.)</li> <li>c. Continually assess and evaluate information and evidence from scene.</li> <li>d. Photograph, sketch, collect and maintain evidence</li> </ul> </li> </ul>

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LO 4, OH 4  
Q4

#### D. Arrival at the scene

1. Criminal investigation is the reconstruction of a violation of criminal law in order to identify and locate the perpetrator and gather evidence to convict him. In order to fulfill these objectives there are particular investigative steps that the officers should follow in any preliminary investigation.

- a) Record the time you received the call, your time of arrival and weather conditions. Note times crime was committed, times action was taken, etc. This is the beginning of the detailed notes that make up the investigative report.
- b) Before entering the scene find out from witnesses: Is anyone injured? What happened? Is the suspect gone? Who is the suspect? Who is victim? Etc.
- c) Give aid to anyone injured. Note condition of injuries, check life signs, summon ambulance, etc.
- d) Check the immediate area for the suspect(s) also called a protective sweep. Even when there is an injury, you are still responsible for your own and others' protection. If a suspect is present, he should be arrested if probable cause exists or held under investigative detention if reasonable suspicion is evident.
- e) Protect the scene and call for the necessary assistance. Determine whether a search warrant or consent will be needed to search the scene. Note: once you have tended to the injured and conducted a safety sweep, the emergency exception to the Fourth Amendment has ended.
- f) Locate and identify witnesses or suspects. In some cases it will be possible to interview witnesses immediately while maintaining scene security. When possible, talk to them as soon as you can. If suspects and witnesses are both present, separate and do not allow contact or discussion except with police personnel.

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	<p>g) Broadcast any lookouts or necessary information. This may lead to a quick and safe apprehension of the suspect. Broadcast information may include:</p> <ol style="list-style-type: none"> <li>1. Physical description &amp; appearance</li> <li>2. Vehicle information</li> <li>3. Direction of flight</li> <li>4. Location of crime</li> <li>5. Type of crime</li> <li>6. Approximate time of occurrence</li> <li>7. Other suspects involved</li> <li>8. Type of weapon(s) involved</li> <li>9. Description of stolen property</li> <li>10. Other misc. pertinent information</li> </ol> <p>h) When the requested assistance arrives, secure the scene more adequately. If witnesses have not been interviewed, someone should be assigned that responsibility.</p> <p>i) After entry has been lawfully procured through a search warrant or consent, the investigating officer should carefully walk through the scene. This allows for three things:</p> <ol style="list-style-type: none"> <li>a. To locate potential evidence.</li> <li>b. To establish a path that is safe to walk through.</li> <li>c. To mentally trace the event of the crime. (<i>Mincy v. Arizona</i> would allow the immediate seizure of evidence if the officer has reason to believe the evidence would be immediately lost, destroyed, or removed during time needed to get a search warrant.)</li> </ol> <p>j) Photograph, measure, and sketch the scene including all items of evidence.</p> <p>k) Collect, label, and package evidence.</p> <p>l) If necessary, secure the scene until some follow-up investigation is done.</p>

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LO 5, OH 5, Q5	<p><b>E. Crime Scene Protection</b></p> <ol style="list-style-type: none"> <li>1. The scene of a crime is protected for two reason: <ol style="list-style-type: none"> <li>a) To prevent the destruction or removal of physical evidence, and</li> <li>b) To allow for an accurate reconstruction of the events occurring at the scene.</li> </ol> </li> <li>2. Frequently, protection starts by removing unauthorized persons from the area. Complete this task quickly and carefully so evidence is not destroyed and potential witnesses are not alienated. Once they have been removed, the area must be secured to prevent their return or the unauthorized entry of others. This can be accomplished by employing any of these methods. <ol style="list-style-type: none"> <li>a) Posting additional officers at entrances.</li> <li>b) Using volunteers such as firemen, reservists, etc. as guards at critical areas (be careful.)</li> <li>c) Roping off the involved area with scene tape &amp; signs</li> <li>d) Placing signs on doors</li> <li>e) Positioning barricades to block streets.</li> <li>f) Using traffic cones or flares</li> <li>g) Using patrol vehicles</li> </ol> <p><b>Note: Instructor should use photos if possible</b></p> </li> <li>3. The boundaries of the crime scene must be determined as quickly as possible. There are seven areas common to most crime scenes that should be identified immediately. Each of the following areas should be considered part of the scene and appropriately protected. <ol style="list-style-type: none"> <li>a) Place of arrival</li> <li>b) Point of entry</li> <li>c) Path through the scene</li> <li>d) Contact with the scene</li> <li>e) Contact with the victim</li> <li>f) Place of exit</li> <li>g) Place of arrest</li> </ol> </li> </ol>

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	<ol style="list-style-type: none"> <li>4. While determining the boundaries of the scene, the officer should be identifying evidence that needs to be preserved and collected and also establishing a path through the scene that is safe for other officers to walk through. The scope of a cordoned area should be sufficiently generous to accommodate an expansion of the immediate scene.</li> <li>5. Whenever possible, all evidence should be unmoved until photographed and measured for the sketch. It may be occasionally necessary to cover or move evidence that would be destroyed without taking some precaution. The object is to <u>preserve</u> that evidence so it can be used to aid in the investigation, not destroy its probative value. <b>DO NOT ALTER THE SCENE UNLESS <u>ABSOLUTELY</u> NECESSARY.</b></li> <li>6. Oftentimes witnesses, family, business owners, or managers will be needed to direct the officer to potential evidence. These people must be informed of the need for protection and requested not to touch or move anything.</li> <li>7. Protection can include: Points of entry &amp; exit, vehicles, other related scenes.</li> <li>8. Perimeters need to be established. <ol style="list-style-type: none"> <li>a) Outer perimeters: A large area should be secured at first until you know what you are dealing with. The area can always be reduced later. Officers maintaining the outer perimeter should be alert to possible witnesses and or suspects in the gathering crowd.</li> <li>b) Inner Perimeter: this is the area directly around the immediate scene and is not altered. A list will be maintained of all personnel who enter the scene, the list will contain: <ol style="list-style-type: none"> <li>(1) Officer's name</li> <li>(2) Time entered/ time exit</li> <li>(3) Reasons they entered the scene.</li> </ol> </li> <li>c) Every officer or supervisor entering the scene will be required to submit a written report stating why they entered the scene and the task or duties they performed.</li> <li>d) A command post or briefing area is established and is the area where personnel should constantly assess and evaluate incoming information and to plan a strategy.</li> </ol> </li> </ol>





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Handout 1

2. Basic questions to be answered in any preliminary investigation.

- a) What?
  - (1) what type of crime
  - (2) What happened
  - (3) What information is needed
- b) When?
  - (1) When the incident occurred
  - (2) When it was discovered
  - (3) When it was reported
  - (4) When were the suspects arrested
- c) Where?
  - (1) Where did the incident occur
  - (2) Where was the victim found
  - (3) Where was the evidence found
- d) How?
  - (1) How was the crime discovered
  - (2) How did the crime occur
  - (3) How was the evidence handled, etc.
  - (4) How was the information obtained legally.
- e) Why?
  - (1) Why was the crime committed
  - (2) Why was the victim selected
  - (3) Why this location

3. Tasks to be performed at all preliminary investigations. Can be remembered with an acronym (handout).

- P** Proceed to the scene promptly & safely
- R** Render assistance to the injured
- E** Effect the arrest of the criminal(s)
- L** Locate and identify witnesses
- I** Interview the complainant/victim & witnesses
- M** Maintain crime scene & protect evidence
- I** Interrogate the suspect
- N** Note all conditions, events and remarks
- A** Arrange for collection of evidence
- R** Report the incident fully and accurately
- Y** Yield the responsibility to the follow-up Investigators

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**Note:** It should be explained to the students that the standard operating procedures of their individual departments determines the extent of the preliminary investigation by patrol officers. In some cases, especially in small departments, the first responding officer may also be the investigator assigned to handle the entire investigation. In other departments, the investigation is turned over to detectives for follow up.

Following is an extended outline for the above acronym:

- A. The call
  - 1. How notified
    - a) radio
    - b) Direct observation
- B. Information
  - 1. How obtained?
    - a) radio
    - b) Direct observation
- C. **P** Proceed to the scene promptly and safely
  - 1. Response
  - 2. Duties and responsibilities
  - 3. Officer safety
    - a) arrive alive
      - (1) the officer is of no value if the officer does not arrive at the scene.
    - b) Stay alive
      - (1) Don't let your guard down upon arrival. Be alert.
- D. **R** Render assistance to the injured
  - 1. Upon arrival
    - (a) Assure the safety of ALL parties
    - (b) Victims
    - (c) Suspects
    - (d) Witnesses
  - 2. Check for injuries of ALL persons
  - 3. Administer first aid if necessary
    - (a) ABC's
    - (b) Remove source of danger from victim
    - (c) Remove victim from source of danger
  - 4. If victim deceased, call medical examiner.
- E. **E** Effect the arrest of the criminal(s)
  - 1. Arrests
    - (a) is the offender still present?

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	<p>(b) Is the arrest based on probable cause (1) Miranda Warnings</p> <p>F.    <b>L</b>    Locate and identify witnesses</p> <p>1. Witnesses</p> <p>(a) locate and identify: secure ID and suggest that the witnesses do not leave the crime scene until a statement is obtained.</p> <p>(b) Separate so as to not allow individuals to compare notes.</p> <p>G.    <b>I</b>    Interview the complainant/victim and witnesses</p> <p>1. Victim and Witnesses</p> <p>(a) Secure statement as soon as possible while the event is very fresh in the mind of the interviewee.</p> <p>(b) Statements should be memorialized. Your department may have a policy, but examples might be</p> <p>(1) handwritten statements</p> <p>(2) tape recorded</p> <p>(3) video taped</p> <p>(c) Witnesses all perceive the same incident in different ways. Be aware of the problems with witness identification.</p> <p>(d) Get a description. Pertinent information might include:</p> <p>(1) race</p> <p>(2) sex</p> <p>(3) age</p> <p>(4) complexion</p> <p>(5) height</p> <p>(6) weight</p> <p>(7) facial characteristics</p> <p>(8) hair (face and length)</p> <p>(9) eyes</p> <p>(10) clothing</p> <p>(11) Anything that might make the offender easier to identify, such as tattoos, jewelry, anything unusual.</p> <p>(12) Vehicles – make, model, license number, color combination, damage, etc.</p> <p>H.    <b>M</b>    Maintain the crime scene and protect the evidence</p> <p>1. Crime scene</p>

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- (a) maintain in original condition
- (b) Make written notes of any changes to the scene.
- (c) Do Not Disturb unless necessary to:
  - (1) render aid
  - (2) Arrest suspect
- (d) Do Not Disturb evidence until it has been properly
  - (1) identified
  - (2) photographed
  - (3) sketched
  - (4) measured
  - (5) marked
- (e) Keep out all unnecessary and unauthorized personnel. Ex:
  - (1) police
  - (2) EMS
  - (3) Civilians

**I. I Interrogate the suspect**

- 1. Interrogate suspect
  - (a) if apprehended at the time of crime
  - (b) To obtain information about
    - (1) The crime
    - (2) Accomplices
    - (3) Motive
    - (4) To obtain information about the suspects
    - (5) Truthfulness
- 2. Reluctant witnesses may have to be interrogated.

**J. N Note all conditions, events and remarks**

- 1. Notes should begin as soon as possible
  - (a) may be handwritten
  - (b) tape recorded
  - (c) Should be
    - (1) legible
    - (2) Understandable
    - (3) Accurate
    - (4) Complete
  - (d) Information
    - (1) time of call
    - (2) Time of arrival
    - (3) Weather conditions
    - (4) Approximate time of crime
    - (5) Approximate time the crime was discovered.
    - (6) Identify of all police personnel on location.

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LO 7, OH 6 Q7	<ul style="list-style-type: none"> <li>(a) Extent of participation</li> <li>(7) Identity of all victims</li> <li>(8) Identity of all witnesses</li> <li>(9) Identity of all suspects</li> <li>(e) Results of interviews</li> <li>(f) Results of interrogations</li> <li>(g) Any spontaneous statements or remarks.</li> </ul> <p>K. <b>A</b> Arrange for collection of evidence</p> <ul style="list-style-type: none"> <li>1. Collection of evidence</li> <li>2. Secure the scene until necessary arrangements have been made to: <ul style="list-style-type: none"> <li>(a) proper collection</li> <li>(b) proper packaging</li> <li>(c) transportation</li> </ul> </li> </ul> <p>L. <b>R</b> Report the incident fully and accurately</p> <ul style="list-style-type: none"> <li>1. Reports: <ul style="list-style-type: none"> <li>(a) Comprehensive written narrative of all the information collected by the officer during the preliminary investigation. <ul style="list-style-type: none"> <li>(1) Accuracy</li> <li>(2) Completeness</li> <li>(3) Brevity</li> </ul> </li> </ul> </li> </ul> <p>M. <b>Y</b> Yield the responsibility to the follow-up investigators.</p> <ul style="list-style-type: none"> <li>1. Follow up investigation <ul style="list-style-type: none"> <li>(a) Be prepared to turn all information obtained over</li> <li>(b) Be prepared to assist the follow up investigator</li> </ul> </li> </ul> <p><b>G. Locating and Identifying Witnesses</b></p> <ul style="list-style-type: none"> <li>1. Generally when an officer arrives at the scene of a crime, there will be people who saw or heard something that can help you in your investigation. At this time, their recollection of the crime is more complete than it will be anytime later. For this reason they must be identified and questioned as soon as possible. Some ways of locating and identifying potential witnesses are: <ul style="list-style-type: none"> <li>a) Conduct a neighborhood canvas</li> <li>b) Find those that live or work at the crime scene.</li> <li>c) Observe the individuals that are talking while others are listening.</li> </ul> </li> </ul>

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<p>LO 8, OH 7 Q8</p>	<ul style="list-style-type: none"> <li>d) Interview friends, relatives, and associates of victim.</li> <li>e) Discover names obtained from talking to the above people.</li> <li>f) Look in your own department records division.</li> <li>g) Locate photographs found at the scene, or on the victim</li> <li>h) Locate victim's address book or phone book.</li> <li>i) Seize surveillance film</li> </ul> <p>Be certain to identify any threats to witnesses to they could be properly shielded.</p> <p>2. Anyone interviewed should be identified in the written report so they can be contacted again. The minimum information should include:</p> <ul style="list-style-type: none"> <li>a. Full name</li> <li>b. Sex, race, and date of birth</li> <li>c. Home address and phone</li> <li>d. Business address and phone</li> </ul> <p>3. When possible, get a written statement from each witness. At least include a detailed record of what the witness told you.</p> <p><b>H. Statements</b></p> <p>1. Definition – A statement is first-hand information about the commission of a crime given to an investigating law enforcement officer.</p> <ul style="list-style-type: none"> <li>a) Statements should be taken for many reasons. Some of the more significant ones are: <ul style="list-style-type: none"> <li>(1) Substantiate the charges against the suspect.</li> <li>(2) Impeach conflicting testimony by a witness or suspect.</li> </ul> </li> </ul>

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(3) Provide investigative information such as descriptions or identity of suspects and vehicles.

3. There are three basic sources of statements. They are:

- a) Witnesses – these may be obtained from individuals having personal knowledge of the circumstances of a case and are willing to state significant facts about the incident.
- b) Victim – whenever the victim of the offense can recall relevant parts of an incident, meaningful information can be provided to the investigating officer.
- c) Suspect – A suspect may under certain circumstances be willing to make partial or full disclosure of involvement in a crime to the investigating officer.

6. Format of statements – typewritten vs. handwritten. The more that is written in a person's own handwriting, the more weight is given to the statement. It also opens up the possibility of future handwriting analyses.

7. Content of statements – Although department forms may vary, there are certain basic components which should be included in written statements.

- a) Advisement of rights – There should be a clear, concise statement of and signed waiver of rights included on the statement (used only if suspect is in custody and being interrogated).

- b) General Data – statements should include basic information such as:

- (1) Date
- (2) Times (started and completed)
- (3) Location
- (4) Name of officer(s) taking the statement
- (5) Case number

- c) Biographical Data about person being interviewed

- (1) Full Name
- (2) Personal identifying numbers
- (3) Date of birth
- (4) Place of birth



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LO 9, OH 8 Q9	<div data-bbox="857 247 1211 359"> <ul style="list-style-type: none"> <li>(5) Present address</li> <li>(6) Employment status</li> <li>(7) Telephone number(s)</li> </ul> </div> <div data-bbox="570 394 1370 800"> <ul style="list-style-type: none"> <li>6. Parts of Statements               <ul style="list-style-type: none"> <li>a) Body (formats)                   <ul style="list-style-type: none"> <li>(1) Narrative</li> <li>(2) Question – and – answer</li> </ul> </li> <li>b) Facts should be kept in chronological order</li> <li>c) Use words within subject's vocabulary</li> <li>d) Closing                   <ul style="list-style-type: none"> <li>(a) where statement is taken</li> <li>(b) Investigators (officers) taking statement</li> <li>(c) Signature of subject</li> <li>(d) Signature of witnesses</li> </ul> </li> </ul> </li> </ul> </div> <div data-bbox="475 905 945 940"> <p><b>I. Searching the Crime Scene</b></p> </div> <div data-bbox="573 978 1528 1892"> <ul style="list-style-type: none"> <li>1. Crime Scene searches are conducted in an effort to locate evidence which might lead to the identity of a suspect. Obviously investigators do not know what or where that evidence is. The evidence sought may be destroyed or overlooked if a systematic method is not used. Proper use of one of the following methods will provide for an orderly survey of an area, oftentimes rendering positive results.               <ul style="list-style-type: none"> <li>a) Strip method. Strip method can be used in or outdoors, and when looking for large or small items of evidence. The distance between officers should be governed by the evidence sought. An officer walks back and forth in straight lines until the area is covered.</li> <li>b) The grid (double strip) is the same method modified to cover the entire area twice. Double back in a cross pattern.</li> <li>c) The zone method is excellent for individual rooms and vehicles. It is particularly good when looking for small items of evidence. Officer is assigned small zone and conduct different methods of searching. Officers participating should check areas already searched by others.</li> </ul> </li> </ul> </div>

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<p>LO 10, OH 9 Q 10</p> <p>Q11</p>	<ul style="list-style-type: none"> <li>d) The spiral method is best used for large areas. Start in the center and spiral out to the edge or visa versa. Officers can start inside working out or the reverse.</li> <li>e) Wheel method. Start in the center and walk in a straight line out to the edge. This would be repeated until the entire area is covered, like spokes on a bicycle wheel.</li> </ul> <p>2. When conducting a crime scene search it is imperative that all persons participating remain disciplines in their respective lines or pattern. A team leader must be established and it is the responsibility of that team leader to control participating persons. All persons must be briefed as to what to look for depending on the crime itself, some items connected to a crime can include:</p> <ul style="list-style-type: none"> <li>a) Objects – weapons, property, vehicles</li> <li>b) Body materials – blood, skin, hair, bone, etc</li> <li>c) Markings – pry marks, gouges, impressions, scrapes, drag marks</li> <li>d) Any other trace evidence.</li> </ul> <p><b>I. Crime Scene Reconstruction</b></p> <p>1. One of the objectives of criminal investigation is to reconstruct events of a crime. This is necessary to verify statements of witnesses and suspects so it can be recreated for a jury during a trial. If law enforcement personnel or other people are allowed to alter the scene thee will be an inaccurate representation in court as well as incorrect testimony. This could lead to the acquittal of the defendant.</p> <p>2. Proper reconstruction of the crime scene must include:</p> <ul style="list-style-type: none"> <li>a) Field notes</li> <li>b) Photographs</li> <li>c) A crime scene sketch</li> <li>d) Evidence custody documents</li> </ul> <p>Each one supplements the other so a very understandable re-creation results.</p> <p>3. Basically, the field notes are a log of the officer's actions at the scene. They serve as his memory and make up the backbone of the preliminary report. They should include:</p> <ul style="list-style-type: none"> <li>a) Exactly what was done</li> </ul>

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OH 10	<ul style="list-style-type: none"> <li>b) What time each action was taken</li> <li>c) Weather conditions</li> <li>d) Who was at the scene</li> <li>e) What evidence located and where</li> <li>f) What was done with the evidence</li> <li>g) Indications of M.O.</li> <li>h) Identity of witnesses and what they said</li> <li>i) More specific information depending on each type of crime</li> <li>j) <b>DO NOT RELY ON MEMORY ALONE. THE REPORT IS A REFLECTION ON YOU.</b></li> </ul> <p>4. Photographs are admissible evidence if they fairly and accurately represent what you saw at the scene. Thus photographs should be taken before the scene is altered. Fellow officers should not be included in the photographs unless absolutely necessary. The photographs must be labeled for identification and carefully maintained by the investigator until needed in court. At a minimum the labels should include the following:</p> <ul style="list-style-type: none"> <li>a) Photographer's name</li> <li>b) Case number</li> <li>c) Type of case</li> <li>d) Date photographed</li> </ul>
HO 2 Q12	<p>5. General photographic requirements include:</p> <ul style="list-style-type: none"> <li>a) Approaches to the scene</li> <li>b) Surrounding areas</li> <li>c) Close up of entrances and exits</li> <li>d) A general scenario showing condition of the scene and/or body</li> <li>e) All evidence located (tool marks, weapons, fingerprints, etc)</li> <li>f) Mid range photos of a body from all angles</li> <li>g) Damaged areas or items</li> <li>h) Points of entry and exit</li> <li>i) A ruler in the photo to indicate the size of small pieces of evidence.</li> <li>j) It is better to have too many pictures than not enough</li> <li>k) Location of camera positions should be included on a sketch.</li> </ul> <p><b>NOTE: If instructor has actual crime scene photographs they would be useful as practical demonstrations.</b></p>
HO 3, Q 13	<p>6. Videotaping a crime scene</p>

Performance Objectives And Instructional Cues	OUTLINE AND PRESENTATION
	<ul style="list-style-type: none"> <li>a) The purpose of videotaping a crime scene is to assist in explaining what happened, as well as how it may have happened, and when it occurred. This type evidence collection is more common, and available to even small departments.</li> <li>b) The video camera should be held at eye level on every shot showing the relationship with an object in the scene.</li> <li>c) There should be no narration of the scene.</li> <li>d) All persons present at the scene should be warned that the scene is being filmed. Processing personnel should leave the area during taping and refrain from conversation in the area of the taping.</li> <li>e) Begin the taping at the perimeter of the scene and work towards the center.</li> <li>f) The entire scene should be shot initially without any scales being placed in the scene at any location. After taping the entire scene, scales and markers can be added for visual aid purposes.</li> <li>g) Small items should be initially recorded in place without zooming in for a close-up shot. All small items should then be taped close-up with, and then without a scale.</li> <li>h) Videotaped scenes must meet two tests to be admitted into evidence: <ul style="list-style-type: none"> <li>(1) Videotape must depict the unaltered scene.</li> <li>(2) Videotape must have been maintained in its original condition without erasures or editing.</li> </ul> </li> <li>i) Exterior scenes <ul style="list-style-type: none"> <li>(1) An overall shot of the area should be made showing the general perimeters of the crime scene area (i.e., remote area, residential, industrial, recreational, etc.)</li> <li>(2) The relationship of building or vehicle to other buildings, streets, or other landmarks should be recorded.</li> <li>(3) Taping needs to record the address of involved residence or vehicle license plate if a vehicle is involved.</li> <li>(4) Other evidence that should/might be taped include: <ul style="list-style-type: none"> <li>(a) Footwear &amp; tire tread impressions</li> <li>(b) Cigarette butts or cigarette packs</li> <li>(c) Discarded cans or cups</li> <li>(d) Broken branches or disturbed shrubbery</li> <li>(e) Drag marks</li> <li>(f) Any weapons</li> <li>(g) Shell casings</li> <li>(h) Articles of clothing</li> <li>(i) Blood stains relating to movement or activity of the individuals involved.</li> </ul> </li> </ul> </li> </ul>

Performance Objectives And Instructional Cues	OUTLINE AND PRESENTATION
<p>OH 11</p> <p>Q14</p>	<p>j. Interior Scenes – The following should be taped in an interior crime scene:</p> <ul style="list-style-type: none"> <li>(1) The room or area in which the crime was committed.</li> <li>(2) Adjoining rooms or areas associated with the event</li> <li>(3) Any evidence of a struggle <ul style="list-style-type: none"> <li>(a) Torn or bloody clothing</li> <li>(b) Overturned or broken furniture</li> <li>(c) Rifled drawers, jewelry boxes, purses, safes, desks, etc.</li> <li>(d) Broken windows or glass articles</li> <li>(e) Blood stains</li> <li>(f) Drag marks</li> </ul> </li> <li>(4) Any indication of the activities of persons immediately before the crime <ul style="list-style-type: none"> <li>(a) Preparation of a meal</li> <li>(b) Status of television or lights</li> <li>(c) Number and type of eating utensils</li> <li>(d) Alcoholic beverages, drugs, or containers</li> </ul> </li> <li>(5) Areas which tend to show an object may have been taken or is missing.</li> <li>(6) Condition of windows and doors</li> <li>(7) Trace evidence <ul style="list-style-type: none"> <li>(a) Blood stains and splatter</li> <li>(b) Footwear impressions and foot prints</li> <li>(c) Hair and fibers</li> <li>(d) Tool marks</li> </ul> </li> <li>(8) Weapons</li> </ul> <p>7. Sketching the scene is vital to the proper reconstruction of the crime. The sketch augments the photographs because it is a complete view of the scene locating anything important to the case. It will also help when interviewing witnesses and presenting information in court.</p> <p>8. A rough sketch should be completed at the crime scene. It should include:</p> <ul style="list-style-type: none"> <li>a) all items necessary to reconstruct the scene</li> <li>b) All items of evidence</li> <li>c) Accurate measurements</li> <li>d) Relative proportions and,</li> <li>e) An indicator showing north</li> </ul> <p>9. The completed sketch is made from the rough sketch. It is a neater drawing that may be used in court. It contains the same information as the rough sketch, as well as:</p>

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OH 12  
Q15

- a) Case number and type crime
- b) Address of scene
- c) Who drew it and the date drawn
- d) The scale (if applicable)
- e) A legend on it or accompanying it
  - (1) Letters denote critical items in the scene.
  - (2) Numbers indicate items of physical evidence
  - (3) If needed, a separate sketch noting the camera positions for each photograph taken can be prepared.

**Note: Instructor should bring to class finished products as examples**

10. Measurements are critical in order to accurately locate evidence found at the scene. They should be made from fixed (immovable) points so the items can be placed there again if ever necessary. All measurements should be verified by a witness before recording them. The three most common methods for measuring are:
  - a) Triangulation: often used outdoors where there are no identifiable edges of fields or roads for use as reference points. This method can also be used on indoor scenes using the corners of the room as reference points. Objects are located by creating a triangle of measurements from the items of evidence to two fixed points on the same plane.
  - b) Rectangular Coordinate Method: a system of right angles, used indoors or outside, provided there are good reference points such as a wall or curb.
  - c) Base line: A variation of the rectangular coordinate method. A straight line is drawn through the scene and each end is located and measured. The line is then used as a point of reference for all other measurements.
11. Evidence is collected at the scene, and evidence custody forms provide documentation of all physical evidence seized during a criminal investigation. Documents for this purpose vary from different agencies, but they should include certain basic information for each item of evidence collected. This should include:
  - a) Administrative information identifying the agency, case number, etc.
  - b) The person from whom item(s) was seized or collected.
  - c) Location where item(s) was seized or collected
  - d) Purpose for which property was seized
  - e) Evidence number of individual item(s)

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	<p>f) Description of items</p> <p>g) Section including chain of custody and final disposition of items.</p> <p><b>NOTE: Bring and pass out evidence custody document and show students how to fill one out.</b></p>